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Course Outline

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| Topic 1 | Workplace Health and Safety |
| Topic 2 | The Role of OHS Consultation |
| Topic 3 | Effective OHS Consultation |
| Topic 4 | Systematic Management |
| Topic 5 | Action Learning Exercise |
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NSW OHS ACT, 2000

Section 8 General Duties of Employers

**Ensure the health, safety and
welfare of all in the workplace**

NSW OHS ACT, 2000

Section 20 Employee Responsibilities

**Must take reasonable care for
the health and safety of others
and cooperate with employer
on health and safety issues**

NSW OHS ACT, 2000

Penalties

Maximum for Prosecutions	2nd Offence	1st Offence
Corporation	7500 p/u	5000 p/u
Individual Acting for a Corporation eg. Director or Manager	750 p/u or Imprisonment for 2 Years or Both	500 p/u

p/u = penalty unit

One penalty unit is equivalent to \$110
(at time of print)

NSW OHS ACT, 2000

Section 13 General Duty of Employers to Consult

**Employer must consult with
employees on issues affecting
their health and safety**

Sixth Law of Human Communication

‘people are more likely to listen to us if we also listen to them’

Extract from *The Good Listener* by Hugh Mackay
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Problem Solving Steps

- 1. Identify Problem**
- 2. Investigate Problem**
- 3. Specify your Objective**
- 4. Generate Solutions**
- 5. Evaluate Solutions**
- 6. Implement Best Solution**
- 7. Monitor & Evaluate Effectiveness**

Conflict Scenario

What do you think your first reaction would be?

You have been working for long hours on an important job for several weeks. This has been a more difficult job than anyone had imagined. You have also received some criticism about the length of time it is taking for you to complete the job, from colleagues who you know did not pull their weight to help during that time.

Early one morning, you are feeling particularly tired and you are confronted by one of your colleagues who says in a raised voice “Haven’t you finished yet? What have you been doing?”

Conflict Can be Positive

**‘however, conflict is not
something that most people
look forward to’**

Minutes & Agendas

Minutes

- Record of meeting
- Decisions of meeting
- Undertakings of individuals

Agenda

- Business for the meeting

6 Steps

- 1. OHS Policy & Programs**
- 2. Consultation**
- 3. Training & Information**
- 4. Hazard Identification
& Risk Assessment**
- 5. Risk Control**
- 6. Promote, Maintain & Improve**

Elements of OHS Programs

- (a) Developing a Program**
- (b) Implementing**
- (c) Monitoring**
- (d) Evaluating**

Hazard Identification

■ Systematic

- Workplace Inspections
- Accident Investigations
- Injury and Illness Records
- Health & Environmental Monitoring
- Safety Audits

■ Incidental

- Complaints
- Observation

HAZPAK

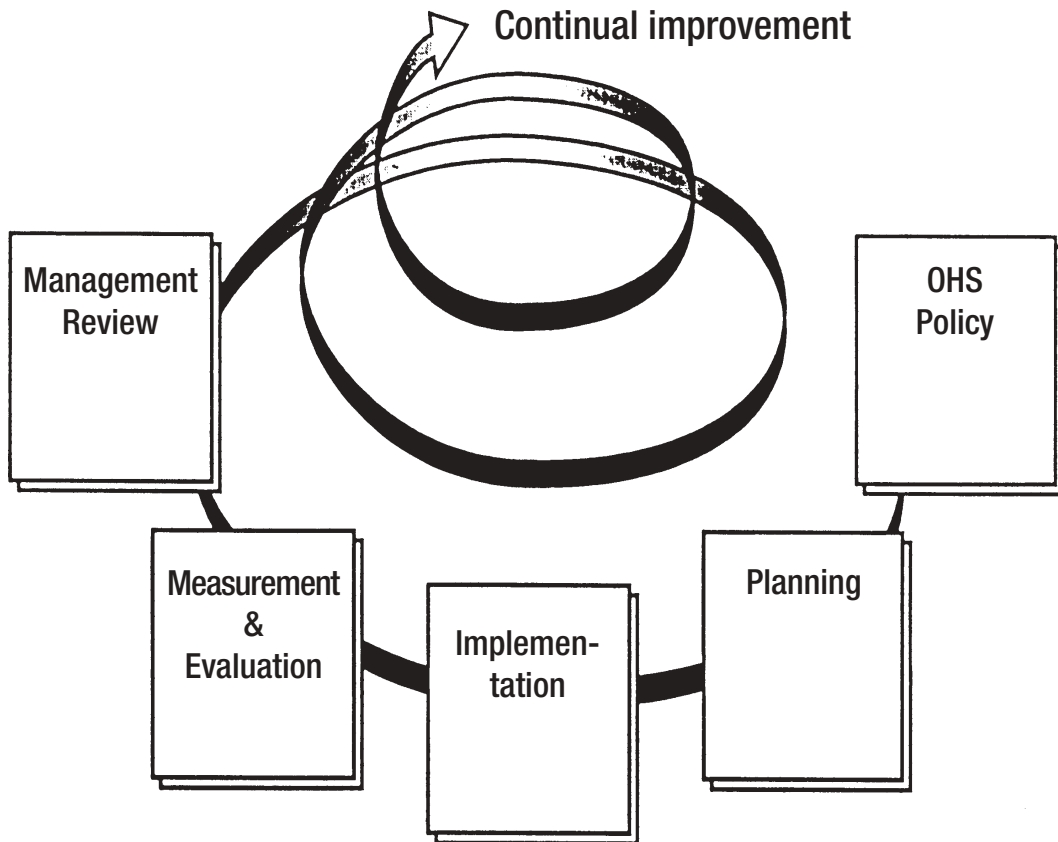
1. How severely could it hurt someone or how ill could it make someone?	2. How likely is it to be that bad?			
	very likely could happen any time	likely could happen some time	unlikely could happen, but very rarely	very unlikely could happen, but probably never will
kill or cause permanent disability or ill health	1	1	2	3
long term illness or serious injury	1	2	3	4
medical attention and several days off work	2	3	4	5
first aid needed	3	4	5	6
<p>The numbers show you how important it is to do something: 1 top priority: do something immediately 6 low priority: do something when possible</p>				

Hierarchy of Control

If Elimination is not possible then:

- Substitute
- Isolate
- Minimise – Engineering
- Minimise – Administrative
- PPE

OHS Management System Model



AS/NZS 4804 (1997)

Accident Investigation Process

Establish the facts:

- What happened
- What was in place at time of accident

COMPARE

What should have been in place
at time of accident

What omissions or inadequacies
in OHSMS

Develop a recommendation to
improve the OHSMS based
on your findings